

# **STAFF MEMBER REVIEW COMMITTEE CHARTER**

July, 2000

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### **PURPOSE/AUTHORITY**

The Staff Member Review Committee (SMRC) reviews and provides advice to the Director of Human Resources (DHR) on proposals to reclassify employees from the Structured Series to the Technical Staff Member Series. The Committee also reviews and provides advice on proposals to hire candidates from outside the Laboratory for Technical Staff Member positions where candidates do not possess the academic credentials stated as requirements for the position. In reviewing these proposals, the Committee's function is to assess arguments that the candidate's combination of technical accomplishments and training are equivalent to those normally expected of Laboratory Technical Staff Members holding degrees in the relevant scientific or engineering discipline. The Committee also evaluates arguments that the candidate's combination of education and experience is equivalent to the requirements specified in the advertisement.

In addition, when requested by Human Resources, the Committee may review courses of study, course descriptions, etc. to offer advice on their suitability as technical credentials such that possession of these credentials mitigates the need for additional Committee review if an individual with these credentials is chosen for a competitively advertised vacancy.

Structured Series employees who possess technical academic credentials (BS degree or more) may be reclassified to Technical Staff Member by the DHR. The line manager who believes that such an action should take place must attest that the employee's job assignment has changed such that those credentials are being fully utilized and the individual is now functioning as a Technical Staff Member.

### **SMRC MEMBERSHIP**

The Committee is comprised of eleven (11) members and a Chair (12 total). The members shall represent technical disciplines found at the Laboratory. The Division of Human Resources will provide an Ex-Officio member from the Compensation and Benefits Group.

### **QUALIFICATIONS OF THE MEMBERS**

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SMRC members are Laboratory employees with a thorough understanding of the structure and operations of the Laboratory and general Laboratory policies. The members shall represent a broad spectrum of technical expertise and a cross section of Laboratory organizations.

## **APPOINTMENT OF MEMBERS**

Nominations will be solicited from the Division Directors and referred to the Committee for consideration. The Committee recommends membership for appointment by the Director of Human Resources.

## **TERMS OF APPOINTMENT**

Appointments are indefinite though committee members serve at the pleasure of the Director of Human Resources. Members will be polled at the start of each fiscal year and asked if their work schedules still permit active participation on the Committee.

## **CHAIR**

The Chair of the Committee shall be nominated by majority vote on an annual basis by the Committee's voting membership and forwarded to the Director of Human Resources for final approval.

## **VICE CHAIR**

As needed, the Chair shall appoint the Vice-Chair from the remaining voting members.

## **MEETING FREQUENCY**

The SMRC will meet monthly, as required. Special meetings may be convened at the request of the Chair or the Human Resources Division Ex-Officio member.

## **MEETING ATTENDANCE**

It is expected that members will attend SMRC meetings. If the member cannot be present at a meeting, the member must notify the Compensation and Benefits Group. It is expected that SMRC members attend meetings on a regular basis. The Compensation and Benefits Group will assure the presence of a quorum of five (5) voting members before convening a meeting.

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## SUBCOMMITTEES

Subcommittees of the SMRC review proposals with proposing management, after the cognizant Division Office has concurred in writing that a proposal should be pursued. These subcommittees give technical advice to proposing management.

## RESPONSIBILITIES

- A. CHAIR: The Chair will ensure compliance with the SMRC Charter. The Chair will determine the appropriateness of attendance at SMRC meetings by other individuals not specifically mentioned herein. The Chair will provide written documentation to the DHR and requesting management of the committee's findings in each case. The Chair will ensure that the SMRC Charter is reviewed each September for appropriateness.
- B. VICE CHAIR: The Vice Chair will ensure compliance with the SMRC Charter during the Chair's absence.
- C. COMPENSATION AND BENEFITS GROUP : The Group Leader will ensure that the administrative support needs of the SMRC are satisfied. Additionally, the Group Leader will appoint the Division Ex-Officio member and alternate. Lastly, the Group Leader will ensure that the Compensation Staff provides the following support functions:
  - Record keeping, documenting, and notifying organizations of SMRC actions.
  - Preparing agendas and scheduling meetings.
  - Sending proposals and supporting documents to SMRC members.
  - Notifying SMRC members of all meetings and making determination that a quorum will be present.
  - Advising proposing management on procedures.
  - Organizing appropriate subcommittees.
  - Advising the SMRC of appropriateness of actions and likely ramifications.

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- Providing summary reports on a periodic basis.

D. HUMAN RESOURCES REPRESENTATIVE: Human Resources Representatives provide advice and procedural guidance to proposing management, facilitate the preliminary subcommittee review and provide staff assistance to the SMRC.

E. HUMAN RESOURCES DIVISION EX-OFFICIO MEMBER: The Human Resources Division Ex-Officio member is responsible for providing guidance in the personnel area to the Committee and assisting the Chair in documenting committee findings.

APPROVED: \_\_\_\_\_  
John Browne, Director Date

This committee: (a) does not represent employees or groups of employees in negotiations, grievances, complaints, or other disputes with management; (b) will not consult with management on any matter within the scope of representation for employees who have an exclusive representative or for whom a union has filed a request for recognition or certification; and (c) is open to all employees.

